



## MANAGING INCLUSION

Inclusion is an essential part of a special educator's duties. It is mandated by the IEP and it is critical that the student be in the least restrictive environment as often as the team has decided. Therefore one of the first things to study in the IEP is where and for how long a student is to be included.

The attached forms are a format designed to help you keep track of each student's schedule.

**APPENDIX 1:** This is a chart to calculate minutes of the instructional day into % and vice versa. Please note and use the directions for changing per/week to per/day. Another important item is to know how many minutes of instruction are in your day. This will vary by grade levels.

**INCLUSION CHART:** This chart is designed to help you look at your class need's as well as each student's inclusion requirements. This could help in scheduling when and where students go for inclusion.

**INCLUSION SCHEDULE:** This form might serve as a master for posting the daily schedules. The information

could be listed by one day per sheet, by the teacher or subject, by student or by times. Play with it and see what suits your planning best.

### **(5) Least Restrictive Environment:**

(A) In general- To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. (20 USC 1412(a)(5)(A)).